



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: March 3, 2010

FR: Executive Director

W. I. 1227 and 1511

RE: Contract – Transit Sustainability Project

MTC staff requests the Committee's approval to create a pool of pre-qualified subject matter experts to engage on an as-needed basis over the course of the two-year Transit Sustainability Project (TSP). The resulting consultant contracts will authorize work on a task order basis, and consultants will be asked to perform a variety of potential tasks based on their areas of expertise. At your meeting, staff will recommend consultants and consultant teams to be selected to the consultant pool to be available for work as needed on the TSP. The maximum amount available for task orders is \$2,286,600.

Background

On January 25, 2010, MTC issued a Request for Qualifications (RFQ) to select a pool of firms to assist MTC with the TSP. The TSP will evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused. The TSP will include a comprehensive, fact-based analysis of the existing transit system focused on service design and delivery, financial viability, and decision-making structures.

Anticipated work areas identified in the RFQ for which consultants were requested to respond were: 1) Communications and Public Outreach, 2) Project Management, 3) Service Analysis, 4) Financial Analysis, 5) Institutional Analysis, and 6) Financial Plan and Implementation Strategy.

Proposal Evaluation

MTC received 23 proposals in response to the RFQ. Evaluation panels, composed of MTC and transit agency staff, were formed to review responses for each work area identified in the RFQ. If respondents proposed for multiple work areas, their proposal was reviewed by all relevant evaluation panels. The panels reviewed the proposals based on the following criteria: overall firm and proposed staff expertise and experience, specific qualifications of lead staff for indicated tasks, hourly rates and communication skills.

Recommendation

At the Committee meeting, staff will recommend that the Committee approve a list of pre-qualified consultants to serve as the consultant pool available to provide assistance for the TSP on an as-needed basis. Staff may also recommend authorization of one or more contracts at the March meeting. Going forward, staff will return to this Committee for contract approval in each instance that a contract exceeds the Executive Director's delegated authority.

Steve Heminger

SH:CC

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REQUEST FOR COMMITTEE APPROVAL
Summary of Consultant Contract

Work Item No.:	1227
Consultant:	See attached Table
Work Project Title:	Transit Sustainability Project
Purpose of Project:	To evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.
Brief Scope of Work:	The TSP will include a comprehensive, fact-based analysis of the existing system focused on service design and delivery, financial viability, and decision-making structures.
Project Cost Not to Exceed:	\$2,286,600
Funding Source:	FTA Section 5303 (\$2,006,600) and 2% Toll Revenues-Other (\$280,000)
Fiscal Impact:	Project is included in MTC's budget for FY 2009-10
Motion by Committee:	That the Committee approves the attached list of consultants to provide technical assistance over the course of the Transit Sustainability Project on an as-needed basis.
Admin Committee Chair:	<hr/> Tom Bates
Approved:	Date: March 10, 2010

[Attachment to be submitted for Committee approval at March 10, 2010 meeting.]